

Wellbeing Policy

Purpose

Dawsongroup recognises that work can have an impact on the mental and physical health of its employees, and therefore a healthy workforce is key to organisational success and sustainability.

This policy sets out the Company's commitment and arrangements to establish, promote and maintain the wellbeing of all employees through workplace practices, and to encourage employees to take responsibility for their own mental health and wellbeing.

This policy complements and supports the implementation of other Company policies and procedures including but not limited to those outlined in the Staff Handbook such as the sickness absence, equal opportunities, substance misuse and flexible working, no-smoking policies, and Health and Safety policy as well as the Equality Act 2010 and Data Protection Act 2018.

Definitions

Health, as defined by the World Health Organisation, "a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity".

Wellbeing "can be understood as how people feel and how they function, both on a personal and social level, and how they evaluate their lives as a whole" (www.mentalhealth.org.uk).

Mental health "is just like physical health: everybody has it and we need to take care of it. Good mental health means being generally able to think, feel and react in the ways that you need and want to live your life. But if you go through a period of poor mental health, you might find the ways you're frequently thinking, feeling or reacting becoming difficult, or even impossible, to cope with. This can feel just as bad as physical illness, or even worse." (www.mind.org.uk).

Policy Statement

The Company recognises the protection and promotion of health and wellbeing as important factors in sustaining attendance at work and supporting satisfaction and success in the career of all employees. The Company is committed to providing a working environment for its employees which minimises risk to health and promotes positive physical and mental health and wellbeing. The Company aims to deliver this commitment by:

- Increasing employee knowledge and awareness of mental health and wellbeing issues and healthy lifestyle behaviours;
- Reducing stigma around depression and anxiety in the workplace;
- Building and maintaining a workplace environment and culture in its support of mental health and wellbeing and prevention of discrimination (including bullying and harassment);

- Providing a safe environment in which employees, who have health problems that may affect their work, receive suitable support, and that reasonable and practicable steps are taken to make adjustments to their work circumstances to enable them to achieve their full potential;
- Encouraging employees to disclose any relevant health or wellbeing matters to enable the Company to identify and implement appropriate measures to actively support them. The Company will respect the confidentiality of employees making such disclosures and will ensure that information is only shared where it is appropriate to do so;
- Providing access to information, identifying and signposting relevant support providers and resources that increase employee knowledge and awareness of wellbeing;
- Encouraging healthy lifestyle choices for employees e.g. fitness;
- Managing sickness effectively;
- Encouraging employees to seek work-life balance.

To further achieve this aim, the Company has also established a Wellbeing Team which is made up of employees who are all trained mental health first-aiders. There are posters throughout our workplace locations to introduce the team and provide their contact details.

Who is covered by the policy?

This policy covers all individuals working at all levels including directors, senior managers, employees, trainees, homeworkers, part-time and fixed-term employees, casual staff, apprentices, and volunteers (collectively referred to as “staff” in this policy).

This policy does not form part of any contract of employment, and it may be amended at any time.

Responsibility

All staff are required to:

- Understand this policy and seek clarification from People Services or the Wellbeing Team as required;
- Consider the policy when completing work-related duties and while representing the Company;
- Support fellow workers in their awareness of this policy;
- Support and contribute to providing a safe, healthy and supportive environment for all staff;
- Contact the Wellbeing Team if wellbeing support/advice is needed;
- Not to return to work if medical advice indicates they are not fit to work;
- Discuss any issues with their line manager if they struggle to conduct their role.

Line Managers are responsible for:

- Ensuring employees are trained to carry out their duties and understand their role;
- Monitoring their staff working time and encouraging them to take rest breaks and leave that they are entitled to during the course of their employment;

- Monitoring workload to ensure allocated tasks are capable of being completed within the time with appropriate resources allocated and are within the competency of the relevant employee;
- Recognising and resolving work-related issues at individual and team level where possible;
- Liaising with People Services and the Wellbeing Team to maximise support to employees who have mental/physical health concerns;
- Ensuring that employees returning to work after a period of absence due to mental ill health are treated in a sensitive and sympathetic manner. If the cause of absence is thought to be due to work-related issues, managers must ensure that these employees are risk assessed and appropriate controls implemented before the individual resumes their duties;
- Consulting appropriately with the members of their team over aspects of their employment, role and anything else which may significantly impact upon their health;
- Liaising with People Services over return-to-work arrangements following a period of absence.

Employees are encouraged to:

- Use the Company's support functions (BEN/Wellbeing Team/MHFA);
- Disclose any relevant health and wellbeing information to line management or People Services to enable the Company to identify and implement any support measures to sustain attendance and support health and wellbeing;
- Report to their line manager or People Services on any risk to mental or physical health within the workplace that may pose a risk to themselves or others;
- Seek support from their GP or other appropriate agencies if they have health concerns;
- Discuss with their line manager any appropriate measures to make their work less stressful;
- Employees are not expected to be answering emails from home out of working hours (outside the working hours stipulated in their Contract of Employment inclusive of any subsequent amendments). If employees find that they are regularly needing to work from home outside working hours they must discuss this with their line manager to try to find a solution;
- Take reasonable care of their own mental and physical health and wellbeing;
- Take and use the contractual lunch breaks for rest/exercise;
- Be actively involved in the risk assessment process.

People Services are responsible for:

- Supporting line managers to effectively manage health and wellbeing issues within their teams;
- Promoting employee health and wellbeing;
- Ensuring competent advice is available for mental health and wellbeing matters.

The Wellbeing Team are responsible for:

- Providing an approachable, respectful and confidential support to all staff;
- Listening to all staff disclosures non-judgementally;
- Ensuring competent advice is available for mental health and wellbeing matters;
- Promoting staff health and wellbeing.

Communication

Dawsongroup will ensure that:

- This Policy is easily accessible by all members of the organisation;
- Employees are empowered to actively contribute and provide feedback to this policy;
- Employees are notified of all changes to this policy.

Monitoring and review

Dawsongroup will review this policy annually or earlier if there have been significant changes.

Effectiveness of the policy will be assessed through:

- Feedback from all staff, People Services, the Wellbeing Team and Senior Management;
- Review of the policy by Management and the Wellbeing Team to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.